



City Center Residency Initiative - Rental

It pays to live in City Center! Making City Center your home means being part of a diverse, creative and welcoming community. You'll be in walking distance to several unique restaurants, and you'll find arts, culture, and educational opportunities only steps from your door. You may even have the most ideal commute to work or class!

The City Center Residency Initiative is aimed to entice you to live and invest in a City Center home. There are two incentive options to accommodate those looking to purchase or rent a home.

Eligible Applicants:

- Recent college graduates (within last year)
- Active duty military or honorably discharged within last year
- Full-time USMH staff
- USMH students enrolled in a degree program
- Full time HCC students enrolled in a degree seeking program (minimum 12 credit hrs/semester)*
- Part time HCC students (minimum 6 credit hrs/semester) enrolled in a degree seeking program who concurrently maintain full time employment*
- Full-time local, county, state or federal government employees
- Degree-holding professionals with full-time employment
- Households with income exceeding 80% of area median* (see income chart on page 4)

****Maximum of 5 total dwelling units are available under the HCC qualifying categories***

Incentive Program Guidelines:

- Up to \$150 or \$300 per month* towards rent for one year
- One incentive offered per dwelling unit
- Dwelling unit must be the primary residence of the recipient
- Incentive paid directly to the landlord
- Application must be approved before move-in
- Incentive applies to new residents moving in to program area
- One-year written lease is required
- Incentive is re-captured according to scale if tenant leaves program area before one year
- Secured by a promissory note

*Recipients may receive up to \$300 per month for the Rental Incentive Priority Area and up to \$150 for the surrounding Residency Initiative Area (see map). The monthly incentive paid under this program shall be up to the referenced amount, but will be reduced as necessary to ensure that the total of all City incentive payments for housing, from whatever program or department and regardless of how or to whom paid, shall not exceed the monthly rental amount due for the dwelling unit.

Property Requirements:

- Located within program boundaries (see map)
- Free of Code violations
 - o Subject to a Code inspection by the City of Hagerstown
- Current on all taxes
- Registered with the City and State
- Rent must reflect reasonable rate
 - o Determined by amenities, comparable properties, HUD standards, etc.
- Property owner must be in good standing with City programs

Ineligible:

- Leases between family members
- Any applicant, co-tenant or co-occupant receiving rental assistance through any public or private party
- Applicants who already reside in the program area prior to application

**City Center Residency
Initiative Program**



Application

APPLICANT INFORMATION

Name of Applicant	
Employer	Position Title:
Current Address	
City, State, Zip	
Home Phone Number	Cell Phone Number
Email Address	

PROPERTY INFORMATION

Property Address:
Property Manager/Landlord Name
Property Manager/Landlord Phone
Property Manager/Landlord Mailing Address
Property Manager Email Address

List names of individuals to reside in dwelling unit:

How do you qualify for this program?

- I graduated from college within the last year (please attach copy of degree)
 Name of college _____ Graduation Date _____
- I have an Associate’s Degree or higher and I am a full time working professional
- I am serving active duty in the military/have been honorably discharged within the last year.
 (Please provide documentation)
- I am a current student enrolled in a degree program at the University System of Maryland Hagerstown campus (Please provide documentation)
- I am a full time employee at the University System of Maryland Hagerstown campus
 (Please provide pay stub or other verification of employment)
- I am a full time HCC student enrolled in a degree program
- I am a part time HCC student enrolled in a degree program and I am employed full time
- My annual income is greater than 80% of the area median household income
 (Please provide your most recent paystub or W-2)

***2015 80% Area Median Household Income – Hagerstown MD**
(Required only if using your income to qualify)

# Persons in Household	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Annual Income	\$41,650	\$47,600	\$53,550	\$59,500	\$64,300	\$69,050	\$73,800	\$78,550

ADDITIONAL QUALIFICATIONS

Are you currently receiving public or private rental assistance? Yes No

Have you or anyone in your dwelling unit ever had a criminal conviction? Yes No

If yes, please list the conviction _____ Date of conviction _____

The city reserves the right to decline or rescind an application based on the criminal background of the applicant or any other individual within the dwelling unit.

REQUIRED DOCUMENTATION TO SUBMIT WITH YOUR APPLICATION

Additional documentation will be requested prior to final approval.

- Program Application
- Evidence of your qualification (i.e. Copy of degree, verification of employment or military status, pay stubs, etc.)
- Copy of signed, 1-year lease agreement

ACKNOWLEDGMENT AND CERTIFICATION

I certify that I have read and understand all eligibility requirements and guidelines for this program. I further certify that the above information is true and correct and understand that any misinformation submitted or omitted could result in the dismissal of this request for program assistance. I understand that this application does not guarantee assistance and all eligibility guidelines, terms, and conditions must be met in order to receive benefits.

I understand that this request will be kept confidential and reviewed by the City of Hagerstown Department of Community & Economic Development staff and representatives to determine eligibility. I authorize the program or its agent to obtain verification of my employment and other qualifying information for the purpose of evaluating this application, which may include a criminal background check. I authorize the City of Hagerstown to disclose this same information as needed to determine eligibility for this program.

Applicant Signature

Date

Return your completed application to:
City of Hagerstown
Department of Community & Economic Development
14 N. Potomac St., Suite 200-A
Hagerstown, MD 21740
Attn: Stacey Pierre-Louis, Finance Specialist
301-739-8577 ext. 131

The City of Hagerstown does business in accordance with the Federal Fair Housing Act which prohibits discrimination in the sale, rental, and financing of dwellings, and in other housing-related transactions based on race, color, national origin, religion, sex, familial status, and mental or physical disability. The City of Hagerstown fully supports the principals of Equal Opportunity for all and requires all program participants, loan recipients, developers, contractors, and subcontractors to comply with all applicable law.



CITY CENTER RESIDENCY INITIATIVE PROGRAM GUIDELINES - RENTAL INCENTIVE

RENTAL PROGRAM GUIDELINES

To qualify for any of the incentives offered by the City Center Residency Initiative, the rental property must be located within program boundaries (see attached map), and be free of Code violations. Rental properties must also be registered with the City and State, be current on all taxes, and include a minimum one year written lease. Properties are subject to a Code Inspection by the City of Hagerstown.

ELIGIBILITY

Applicants must meet *at least one* of the following qualifiers in order to be considered for the program:

- Recent college graduate (within the last year from an accredited college/university)
- Active duty military or honorably discharged within the last year
- Full-time University System of Maryland Hagerstown (USMH) staff
- Full or part time USMH students currently enrolled in a degree program
- Full time HCC students enrolled in a degree seeking program (minimum 12 credit hrs/semester)*
- Part time HCC students (minimum 6 credit hrs/semester) enrolled in a degree seeking program who concurrently maintain full time employment*
- Full-time local, county, state or federal government employees
- Degree-holding professionals who are currently employed full time (Associate's Degree or higher)
- Households with an annual income which is **greater than** 80% of the current year area median income for Washington County as determined by the Department of Housing and Urban Development (HUD)

Applicants must submit an application prior to beginning tenancy to be considered for approval. Any applicant who is already residing in the City Center area prior to application for the program is ineligible. Applicants must provide documentation verifying at least one of the qualifiers listed above. Meeting one of these qualifiers does not guarantee approval. The City Center Residency Initiative (CCRI) program provides *one* rental incentive per dwelling unit. The dwelling unit must be the primary residence of the applicant. If the tenancy involves multiple eligible tenants living in the dwelling unit at the same time, the dwelling unit is still only eligible for one rental incentive through the program.

RENTAL INCENTIVE PAYMENTS

Business & Community Relations Division
14 N. Potomac Street, Suite 200A | Hagerstown, MD 21740
Tel: 301.766.4171 Ext. 111 | Fax: 301.739.3117

Planning & Code Administration Division
1 E. Franklin Street, Suite 300 | Hagerstown, MD 21740
Tel: 301.739.8577 Ext. 138 | Fax: 301.791.2650

Email: dced@hagerstownmd.org
www.hagerstownmd.org

Only approved rental properties within the program boundaries may be eligible for program benefits. Properties within the Priority Rental Area (see map) will receive a monthly incentive of up to \$300 for one year. The remaining program area will receive a monthly incentive of up to \$150 for one year. Approved applicants are not eligible to re-apply for the rental program incentive for a period of three years.

The monthly incentive paid under this program shall be up to the referenced amount, but will be reduced as necessary to ensure that the total of all City incentive payments for housing, from whatever program or department and regardless of how or to whom paid, shall not exceed the monthly rental amount due for the dwelling unit.

Incentives are provided through the program in the form of a loan secured by a promissory note executed by the tenant which will be forgiven after living in the program area for a minimum of 1 year. The loan is divided into 12 incentive payments which are paid directly to the landlord each month in the approved amount.

Incentive payments may be recaptured if program participants leave the program area prior to the minimum residency requirement of one year. Funds will be recaptured on a sliding scale as follows:

Less than 1 month residing in CCRI Area	Full recapture
1 month residing in CCRI Area	11 months recapture
2 months residing in CCRI Area	10 months recapture
3 months residing in CCRI Area	9 months recapture
4 months residing in CCRI Area	8 months recapture
5 months residing in CCRI Area	7 months recapture
6 months residing in CCRI Area	6 months recapture
7 months residing in CCRI Area	5 months recapture
8 months residing in CCRI Area	4 months recapture
9 months residing in CCRI Area	3 months recapture
10 months residing in CCRI Area	2 months recapture
11 months residing in CCRI Area	1 month recapture

The first incentive payment will be made to the landlord in the first full month following application approval. Thereafter, incentive payments will be sent prior to the 1st day of the month. All applications must be received prior to beginning tenancy. Applications received after moving into the property will not be approved.

INELIGIBLE APPLICANTS

Leases between family members are ineligible to receive program benefits. Applicants receiving rental assistance through any public or private party are ineligible for this program.

ADDITIONAL RENTAL INCENTIVE REQUIREMENTS

Rental participants must agree to live in the area for one year and agree to notify the City of Hagerstown if leaving the program area prior to the fulfillment of the minimum residency requirement. Property managers/landlords are also required to inform the City of Hagerstown should a tenant vacate the property prior to the fulfillment of the one year residency requirement.

The incentive applies to the rental of a single family home, apartment, townhome, duplex, or condominium **that is used as the primary residence** and is located within the program area. Vacation homes, investment properties, or other properties used as a part time or secondary residence are not a qualifying residence as defined under this program.

Monthly rent must reflect a reasonable rate as determined by comparable properties in the City of Hagerstown, HUD standards, amenities, etc. The city reserves the right to decline an application for unreasonable rent rates.

Manipulation of rental rates or any other eligibility requirement for this program by the applicant or property manager/landlord will be grounds for denial of an application and ban from future use of this or any other program offered by the City of Hagerstown. Furthermore, the property owner and/or property management company must be in good standing and not suspended or revoked from participation with City programs.

